

Production planning checklist

Click a shaded field to type. Save a completed copy before sharing, or print and fill it in by hand. Use one copy per project or style; mark undecided details for discussion with SALATI.

Project / brand

Style name

Contact

APPROVED REFERENCE

Sample identification

Specification version

Approved fabric and color

Artwork / placement

Approved labels, trims and hardware

Remaining questions

ORDER BREAKDOWN

Quantities by style, color and size

Agreed quotation reference

Sample and production terms

Project schedule and approval dates

REVIEW & PACKING

Product-specific review criteria

Measurements and agreed tolerances

Required testing or documentation

Individual packing instructions

Hang tags, labels and barcodes

Carton quantities and marks

DELIVERY

Delivery address and contact

Shipping arrangements and agreed scope

Documents required

Confirm all commercial terms, dates and acceptance criteria directly with the SALATI team before releasing an order.